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FBIS-1454/85

6 AUG 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM:

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Director, Foreign Broadcast Information Service

SUBJECT:

Recommendation for Quality Step Increase -

Information Officer, GS-13

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1. This memorandum recommends that GS-13, Acting Chief of the FBIS Wire Services Staff in the Daily Reporting Division, be granted a Quality Step Increase for sustained superior performance of his duties over the past year.

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2. joined the Agency in January 1978. He successfully completed his editorial training program at Panama Bureau in 1979 and has served full tours at both London and Okinawa bureaus in addition to working on the Daily Reports and on the Wire Services Staff. He has also served in the Liaison & Requirements Branch as a senior requirements officer. has been designated to become chief of the new Milan S&T Unit in the fall of 1985. He has earned above average ratings from the beginning, with overall 7's on each of his last two PARs. He has not previously received a QSI.

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3. ' performance while serving as deputy chief and as acting chief of the Wire Services Staff has been truly remarkable, exceeding in almost every respect the excellent standard set by his predecessors. His dedication, initiative, quality control and managerial effectiveness have marked him as an officer with tremendous potential for future advancements. Through personal example and by providing continual guidance and feedback, he has shaped a relatively inexperienced group of editors into a smoothly functioning staff of Wire duty officers which over the past several months has skillfully handled a number of coverage events of highest interest to consumers. He has encouraged his staff to aggressively protect the Wire and its key consumers through prompt control and coordination of the worldwide FBIS collection effort. He has provided a steady flow of well thought-out proposals and suggestions for enhancing Wire and FBIS operations, many of which have already been implemented. He has searched for excellence and found it and is clearly deserving of recognition for his outstanding performance.

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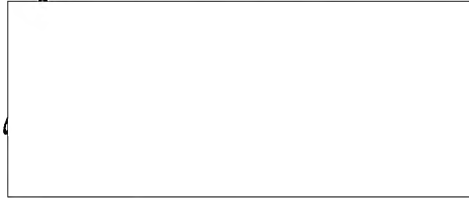
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[redacted], Information Officer, GS-13

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4. I recommend a QSI as the most appropriate means of recognizing Mr. Hughes' sustained superior performance.



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APPROVED:

Deputy Director for Science and Technology

Date

DDS&T/FBIS/Ops/DRD/[redacted] (6Aug85)

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